

MAR 17 1955

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Executive Order 117
6-7790

9 March 1955

MEMORANDUM FOR: All Training Liaison Officers

FROM: Director of Training

SUBJECT: Supervision Course for Intelligence Officers

1. An experimental presentation of a course in supervision for the Intelligence Officer with substantive responsibilities will be given 16 - 27 May.
2. This announcement supersedes the one already distributed announcing a Basic Supervision course for those dates.
3. The new course is designed for individuals whose main responsibility is substantive research but who also have some management responsibility as project leaders or who otherwise direct or lead other analysts or technical personnel. The course will adapt elements of both Basic Management and Basic Supervision as they apply to the substantive expert at a relatively high level.
4. This presentation will be open to all Offices for appropriate individuals at grades GS-12 through GS-14.

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[Redacted Signature Box]

MATTHEW BAIRD
Director of Training

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25 January 1956

File on ^Language Training Program sent to CWP on
Hill this date. Sent by 25X1A9A

PKB